



COMDINST 5350.21A

NOV 18 1996

COMMANDANT INSTRUCTION 5350.21A

Subj: The Commandant's Human Relations and Sexual Harassment Prevention Policy Statements

Ref: (a) COMDINST M5350.11B (Series)
(b) COMDINST M12713.7D (Series)

1. PURPOSE. This instruction publishes the Commandant's Human Relations Policy and Sexual Harassment Prevention Policy Statements.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, Commandant (G-A, G-H, G-L, G-M, G-O, G-S and G-W) and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. Commandant Instruction 5350.21 is canceled.
4. DISCUSSION.
 - a. In keeping with our core values of honor, respect and devotion to duty, I am committed to ensuring that the Coast Guard provides a working environment of mutual respect and equal opportunity free of sexual harassment and discrimination. The two policy statements enclosed describe what I expect of every member of Team Coast Guard. It is incumbent upon individuals and leaders at all levels of our organization to effect these policies.
 - b. The policies set forth in enclosures (1) and (2) are effective immediately.

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A	2	2	2		2	2	1	2	1	1	1	1	1	1	1	1	1	1	1		2	1				
B		8	20*	1	12	10	11	6	8	2	3	3	3	15	1	1	5	7	1	1	1	1	1	1	1	1
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- c. Copies of the policy statements suitable for framing will be issued. Until then, copies of the enclosed statements shall be prominently displayed at each command.



ROBERT E. KRAMER
Admiral, U.S. Coast Guard
Commandant

- Encl: (1) Human Relations Policy Statement
(2) Sexual Harassment Prevention Policy Statement

HUMAN RELATIONS POLICY STATEMENT

Throughout our history, the men and women of the Coast Guard have taken pride in providing outstanding service to our Nation. Our core values of honor, respect and devotion to duty are deeply rooted in the heritage that has made our organization great. These values are the cornerstone of our legacy as lifesavers and guardians of the sea. As we continue our journey to becoming the world's premier maritime service, we must be dedicated to instilling these core values in ourselves and our people, and providing a working environment in which we appreciate and gain strength from our individual differences.

Therefore:

All Coast Guard personnel - regular and reserve military members, civilian personnel, non-appropriated fund employees and Auxiliarists - shall be treated fairly with respect, dignity and compassion. Each shall be provided the opportunity to work, develop and achieve his or her full potential, thereby enhancing unit cohesiveness, military readiness and mission accomplishment.

The Coast Guard prohibits any form of discrimination which violates law or policy in any action affecting our personnel, those seeking to enter our military service, those seeking employment with us, or those receiving benefits from any Coast Guard sponsored programs.

Toward this end, we shall:

Aggressively pursue the best qualified applicants for enlistment, officer accession, civilian employment and the Auxiliary, and ensure that all people are given fair and equal treatment in personnel decisions;

Evaluate personnel based on their job performance and provide advancement and retention opportunities based on demonstrated performance and regulatory requirements;

Provide equal opportunity for all in our organization to fully develop their personal and professional skills, and

Take prompt, appropriate and effective measures to enforce this policy and ensure personal accountability.

Each of us must treat others with respect and dignity. We must be personally committed to and responsible for fair and equal treatment of all Coast Guard personnel and members of the public with whom we interact. As we enter our third century of service, we must set the example, not only by practicing nondiscriminatory behavior, but also by showing others the strengths inherent in a diverse work-force.



ADMIRAL, U. S. COAST GUARD
COMMANDANT

SEXUAL HARASSMENT PREVENTION POLICY STATEMENT

The Coast Guard's core values of honor, respect and devotion to duty are the cornerstone of our legacy as lifesavers and guardians of the sea. The respect we have and show toward one another is the tie that binds us together in these times of constant and accelerating change. Sexual harassment is one of the most severe forms of disrespect, indicates a breakdown in leadership and has no place in our organization.

All Coast Guard personnel and those doing business with us have the right to an environment free of sexual harassment and discrimination. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that is made a condition of employment, affects employment decisions, unreasonably interferes with work performance or creates an intimidating or hostile work environment.

Sexual harassment degrades individual dignity and human worth. It adversely affects personal productivity and effectiveness, as well as unit cohesion and readiness. It also causes higher costs to the service through increased absenteeism and decreased retention rates. Sexual harassment causes a loss of personal, organizational and public trust that seriously impairs the ability of the Coast Guard to accomplish its missions.

All members of Team Coast Guard - regular and reserve military members, civilians, non-appropriated fund employees and Auxiliarists - are responsible for and must take prompt and decisive action to prevent and eliminate sexual harassment within our service.

Every Commanding Officer, Officer-In-Charge and supervisor must set the example by creating a positive environment free of sexual harassment. Each must hold accountable those who commit sexual harassment and take prompt and effective corrective action to prevent its recurrence.

Sexual harassment has no place in Team Coast Guard.


R. E. KRAMER
ADMIRAL, U. S. COAST GUARD
COMMANDANT